

IDENTIFICATION: REFERRAL PROCEDURES FOR SCHOOL-AGED CHILDREN

Purpose: To identify exceptional students new to our school

Timeline: Within 45 calendar days of entry

<u>STEP</u>	<u>ACTION</u>	<u>PERSON (S) RESPONSIBLE</u>
1	Notify screening coordinator of new student enrollment	School Secretary
2	Distribute 45-day screening form to teachers of Log indicating student name and date of entry	Screening Coord.
3	Complete 45-day screening form for all students new to the school or who have transferred from another school, but their former records have not been received within 45 calendar days of entry	Classroom teacher School Designee
4	Indicate date screening form returned to on the screening log	Screening Coord.
5	Evaluate screening form for each new student.	Screening Coord.

For those students with critical ratings:

- a. Academics: follow-up with observation and collaboration with classroom teacher to determine student needs
- b. Speech/language: notify administrator or child /student- study team coordinator

Social/emotional: notify administrator or child/student-study team coordinator

For those students with superior ratings:

Screening Coord.

Academics: notify the gifted resource teacher or counselor

For those students with frequent absences due to Health reasons:

notify the administrator and health aide or school nurse.

For students with critical ratings in vision or .
Hearing:

notify administrator and health aide or school nurse.

Record any follow up action on the bottom and/or back of screening form and enter on the log.

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| 6 | Notify parents of screening results within 10 days of date screened. | Screening Coord. |
| 7 | Return completed Screening Forms to the school's record's clerk. | Screening Coord. |
| 8 | Complete student's permanent record card with screening information. File the Screening Form in the student's cumulative file. | Clerical Personnel |